

## **COMMITTEE ON FINANCE**

**February 16, 2021**

**Upon Recess of BMA**

Mayor Craig called the meeting to order.

The Clerk called the roll.

Present: Aldermen Cavanaugh, Stewart, Long, Roy, Sapienza, O'Neil,  
Levasseur, Terrio, Shaw, Barry, Gamache, Hirschmann

3. Resolutions:

"Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY2021 CIP 213721 FEMA & State Funds to Support COVID Vaccination Efforts."

"Amending the FY2019 Community Improvement Program, authorizing and appropriating funds in the amount of Thirty Five Thousand Dollars (\$35,000) for the FY2019 CIP 212719 Oral Health Program."

"Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Eight Hundred and Four Dollars and Seventy Five Cents (\$2,804.75) for the FY2021 CIP 812021 HMIS Reporting."

"Amending the FY2021 Community Improvement Program, authorizing, appropriating and transferring funds in the amount of Twelve Thousand Dollars (\$12,000) for the FY2021 CIP 811621 CARES Act Support Fund-Public Service/Capital Improvement Activities."

"Amending the FY2004 & 2019 Community Improvement Program, authorizing, appropriating and transferring funds in the amount of Twelve Thousand Four Hundred Fifty Four Dollars (\$12,454) for the FY2019 CIP 711019 FY19 Deferred Maintenance Schools."

*Alderman Roy moved to waive the reading by titles only. Alderman Long duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

*Alderman Levasseur moved that the resolutions ought to pass and be enrolled. Alderman Roy duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

Alderman Long asked with respect to the Homeless Information Systems Training, is that just with the city or is that tied in with the state also. Does Leon know?

Leon LaFreniere, Planning & Community Development Director, answered it is the HMIS reporting that we have to do to satisfy HUD's requirements and that is just for us.

Alderman Long asked and that is tied into the state. Is that the same?

Mr. LaFreniere replied we are reporting on the federal entitlement dollars that Manchester receives. It is not tied into the state.

Alderman Long asked should it be HIMS or should it be HMIS.

Mr. LaFreniere answered I think it is HIMS.

*Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

4. CIP Budget Authorizations:  
212719 Oral Health Program  
212821 Summer Outreach Program  
213721 FEMA & State Funds to Support COVID Vaccination Efforts  
511404 Clem Lemire Sports Complex-Memorial High School  
711019 FY19 Deferred Maintenance Schools  
811621 CARES Act Support Fund - Public Service/Capital  
Improvements  
812021 HMIS Reporting

*Alderman Long moved that the budget authorizations be approved subject to adoption of related resolutions and that the meeting be adjourned. Alderman Cavanaugh duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2021 CIP 213721 FEMA & State Funds to Support COVID Vaccination Efforts.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate FEDERAL funding from FEMA to provide one-time funding to support the costs associated with paying for vaccinators for clinics, food during clinics and clinic planning;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

**By adding:**

FY 2021 CIP 213721 FEMA & State Funds to Support COVID Vaccination Efforts - \$100,000  
FEDERAL

Resolved, that this Resolution shall take effect upon its passage

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY2019 Community Improvement Program, authorizing and appropriating funds in the amount of Thirty Five Thousand Dollars (\$35,000) for the FY 2019 CIP 212719 Oral Health Program.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2019 CIP as contained in the 2019 CIP budget; and

WHEREAS, the 2019 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate additional STATE funding from the State of New Hampshire Department of Health and Human Services to provide funding to support the Oral Health Program;

NOW, THEREFORE, be it resolved that the 2019 CIP be amended as follows:

**By increasing:**

FY 2019 CIP 212719 Oral Health Program—\$35,000 STATE

Resolved, that this Resolution shall take effect upon its passage

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY 2021 Community Improvement Program, authorizing and appropriating funds in the amount of Two Thousand Eight Hundred and Four Dollars and Seventy Five Cents (\$2,804.75) for the FY2021 CIP 812021 HMIS Reporting.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate a portion of unprogrammed ESG funds to be used for the training and support of the Homeless Information Management System required by the Hearth Act;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

By increasing:

CIP 812021 2018 HMIS Reporting- \$2,804.75 ESG

Resolved, that this Resolution shall take effect upon its passage.

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Amending the FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twelve Thousand Dollars (\$12,000) for FY2021 CIP # 811621 CARES Act Support Fund – Public Service/Capital Improvement Activities.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balance of CIP#212821 Summer Outreach Program to CIP 811621 CARES Act Support Fund – Public Service/Capital Improvement;

NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

**By decreasing:**

FY 2021 CIP 212821 Bring It Summer Outreach Program - \$12,000 CDBG-CV

**By increasing:**

FY 2021 CIP 811621 CARES Act Support Fund – Public Service/Capital Improvement Activities - \$12,000 CDBG-CV

Resolved, that this Resolution shall take effect upon its passage

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Amending the FY 2004 & 2019 Community Improvement Program, authorizing, appropriating, and transferring funds in the amount of Twelve Thousand Four Hundred Fifty Four Dollars (\$12,454) for the FY 2019 CIP 711019 FY19 Deferred Maintenance Schools.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the FY 2004 & 2019 CIP as contained in the FY 2004& 2019 CIP budget; and

WHEREAS, the 2004 & 2019 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Public Works - Parks, Recreation & Cemetery and Facilities administered projects;

NOW, THEREFORE, be it resolved that the FY 2004 & 2019 CIP be amended as follows:

**By decreasing:**

FY 2004 CIP 511404 Clem Lemire Sports Complex-Memorial High School - \$12,454 BOND

**By increasing:**

FY 2019 CIP 711019 FY19 Deferred Maintenance Schools - \$12,454 BOND

Resolved, that this Resolution shall take effect upon its passage



**CIP BUDGET AUTHORIZATION**

CIP#: 212719 Project Year: 2019 CIP Resolution: 6/12/2018  
Title: Oral Health Program Amending Resolution: 2/16/2021  
Administering Department: Health Department Revision: #1

Project Description: To support school-based programs serving students in grades k-8th in schools where at least 40% of the student body participate in the free and reduced lunch (FRL) program.

Federal Grants Federal Grant: No Environmental Review Required: No  
Grant Executed: Completed:

**Critical Events**

1. Project Initiation	4/01/2019
2. Project Completion	6/30/2021
3.	
4.	
5.	

**Line Item Budget**

	STATE			TOTAL
Salaries and Wage	\$111,242.96	\$0.00	\$0.00	\$111,242.96
Fringes	\$29,061.00	\$0.00	\$0.00	\$29,061.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$54,000.00	\$0.00	\$0.00	\$54,000.00
<b>TOTAL</b>	<b>\$194,303.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$194,303.96</b>

Revisions: #1-Increase budget by \$35,000 (from \$159,303.96 to \$194,303.96).

Comments: Funds received from the State of New Hampshire Department of Health and Human Services. Program initiation and completion dates determined by the grantor.

# CIP BUDGET AUTHORIZATION

CIP#: 212821 Project Year: 2021 CIP Resolution: 6/9/2020  
 Title: Summer Outreach Program Amending Resolution: 2/16/2021  
 Administering Department Bring It! Revision: #1-Closeout

Project Description: BRING IT! Is expanding services to include a new summer program to keep vulnerable student populations engaged, motivated and prepared for the upcoming school year. This new program was developed in direct response to the COVID-19 pandemic and the move to online instruction in the Manchester school district."

Federal Grants Federal Grant: Yes Environmental Review Required: Yes  
 Grant Executed: Completed: Yes

## Critical Events

1. Project Initiation	8/4/2020
2. Project Completion	6/30/2021
3.	
4.	
5.	
	6/30/2021

## Line Item Budget

	CDBG-CV			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Revisions: #1-Decrease budget from \$12,000 to \$0 and transfer the \$12,000 to CIP #811621. Close the project.

Comments: \$12,000 transferred from CIP #811621. \$12,000 transferred back to CIP #811621.

Planning Department/Startup Form - 07/1/20

\$0.00

**CIP BUDGET AUTHORIZATION**

CIP#: 213721

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FEMA &amp; State Funds to Support COVID Vaccination Efforts

Amending Resolution: 2/16/2021

Administering Department: Health Department

Revision:

Project Description:

Homeland Security and Emergency secured these FEMA funds to support costs associated with paying for vaccinators for our clinics, food during clinics, and clinic planning.

**Federal Grants**

Federal Grant: Yes

**Environmental**

Review Required: No

Grant Executed:

Completed:

**Critical Events**

1.	Project Initiation	12/26/2020
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

**Line Item Budget**

	FEDERAL			TOTAL
Salaries and Wages	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Fringes	\$25,000.00	\$0.00	\$0.00	\$25,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$25,000.00	\$0.00	\$0.00	\$25,000.00
<b>TOTAL</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>

**Revisions:****Comments**

Source of Funds: FEMA and 25% match covered by the State of NH.

# CIP BUDGET AUTHORIZATION

CIP #: 511404 Project Year: 2004 CIP Resolution: 6/9/2003  
 Title: Clem Lemire Sports Complex - Memorial High School Amending Resolution: 2/16/2021  
 Administering Department: Parks, Recreation & Cemetery Revision: #2-Closeout

**Project Description** Multi-year effort to improve the Memorial High School athletic complex so as to be on a par with other City High School recreational facilities. First phase to focus on: demolition of track and construction of new multi-purpose athletic field; new track; new bleachers; sports lighting; new parking area and three field support buildings. Future phase development of north end for softball/multi-purpose activities and reconstruction of existing baseball field at south end of facility.

**Federal Grants** Federal Grant: No **Environmental** Review Required: No  
 Grant Executed: Completed:

## Critical Events

1	Phase I Design/Engineering	July 03 - April 04
2	Construction/Initiation - Phase I	April 04
3	Design/Engineering - Support Buildings	Jan. - June 04
4	Construction - Buildings	July - November
5	Field Completion	August 04

Expected Completion Date: 11/30/2004

## Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$550,000.00	\$0.00	\$0.00	\$550,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$4,937,546.00	\$0.00	\$0.00	\$4,937,546.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$5,487,546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,487,546.00</b>

## Revisions

Revision #1 - increases budget by \$4,400,000.  
 Revision #2 - decrease budget by \$12,454 (from \$5,500,000 to \$5,487,546), transfer \$12,454 to project #711019, and close the project.

## COMMENT

\$4,400,000 is expedited from FY2005.

**CIP BUDGET AUTHORIZATION**

CIP#: 711019 Project Year: 2019 CIP Resolution: 6/12/2018  
Title: FY19 Deferred Maintenance Schools Amending Resolution: 2/16/2021  
Administering Department Public Works-Facilities Revision: #2

Project Description: These funds will be used for deferred maintenance and capital improvements on School buildings.

**Federal Grants** Federal Grant: No **Environmental** Review Required: No  
Grant Executed: Completed:

**Critical Events**

1. Project Initiation	7/17/2018
2. Project Completion	6/30/2033
3.	
4.	
5.	
	6/30/2033

**Line Item Budget**

	BOND	STATE		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$1,578,792.00	\$472,512.00	\$0.00	\$2,051,304.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$1,578,792.00</b>	<b>\$472,512.00</b>	<b>\$0.00</b>	<b>\$2,051,304.00</b>

**Revisions:** Revision #1 - Transfers \$130,282 Bond to CIP #310219, transfers \$3,380 Bond to CIP #510119 (decreasing budget from \$1,700,000 to \$1,566,338) and adds \$472,512 State funding to the project (increasing budget from \$0 to \$472,512).  
Revision #2 - Transfer \$12,454 BOND from CIP #511404, increasing budget from \$1,566,338 to \$1,578,792 BOND

**Comments:** State funds received from State of New Hampshire Department of Education.

# CIP BUDGET AUTHORIZATION

CIP#: 811621 Project Year: 2021 CIP Resolution: 6/9/2020  
 Title: CARES Act Support Fund - Public Service/Capital Improvements Amending Resolution: 2/16/2021  
 Administering Department Planning & Community Development Revision: #2

Project Description: Funding to be distributed to non-profits and City Departments for activities which are necessary to prepare, prevent or respond to the Coronavirus. Program activities might include but not be limited to the following: operating support for additional costs attributed to the Coronavirus; testing or diagnosis at a fixed or mobile location; meal delivery to quarantined individuals; and equipment, supplies or other materials necessary to carry-out a public service.

Federal Grants Federal Grant: Yes Environmental Review Required: Yes  
 Grant Executed: Yes Completed: Yes

## Critical Events

1. Program Initiation	7/7/2020
2. Program Completion	9/30/2022
3.	
4.	
5.	
	9/30/2022

## Line Item Budget

	CDBG-CV	CDBG-CV3		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$12,705.00	\$0.00	\$0.00	\$12,705.00
<b>TOTAL</b>	<b>\$12,705.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,705.00</b>

Revisions: Revision #1 - Decreases CDBG-CV budget \$145,782 from \$146,487 to \$705 and transfers funds to the following:  
 CIP #212321 - \$12,410, CIP #212421 - \$50,000, CIP #212521 - \$27,000, CIP #212621 - \$15,000, CIP #212721 - \$25,000, CIP #212821 - \$12,000, CIP #212921 - \$4,372. Revision #2-Increase budget \$12,000 (from \$705 to \$12,705) transferred from CIP#212821

Comments: Authorization of CDBG-CV funds is contingent upon HUD grant execution.



### CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="812021"/>	Project Year: <input type="text" value="2021"/>	CIP Resolution: <input type="text" value="6/9/2020"/>
Title: <input type="text" value="HMIS Reporting"/>	Amending Resolution: <input type="text" value="2/16/2021"/>	
Administering Department <input type="text" value="Planning &amp; Community Development"/>	Revision: <input type="text" value="#1"/>	

Project Description:

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

#### Critical Events

1.	Project Initiation	10/20/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

#### Line Item Budget

Line Item Budget	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,950.75	\$0.00	\$0.00	\$5,950.75
<b>TOTAL</b>	<b>\$5,950.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,950.75</b>

**Revisions:** #1- increases budget by \$2,804.75 (from \$3,146 to \$5,950.75) using unprogrammed ESG funds

**Comments:** Authorization of ESG funds is contingent upon HUD grant execution.